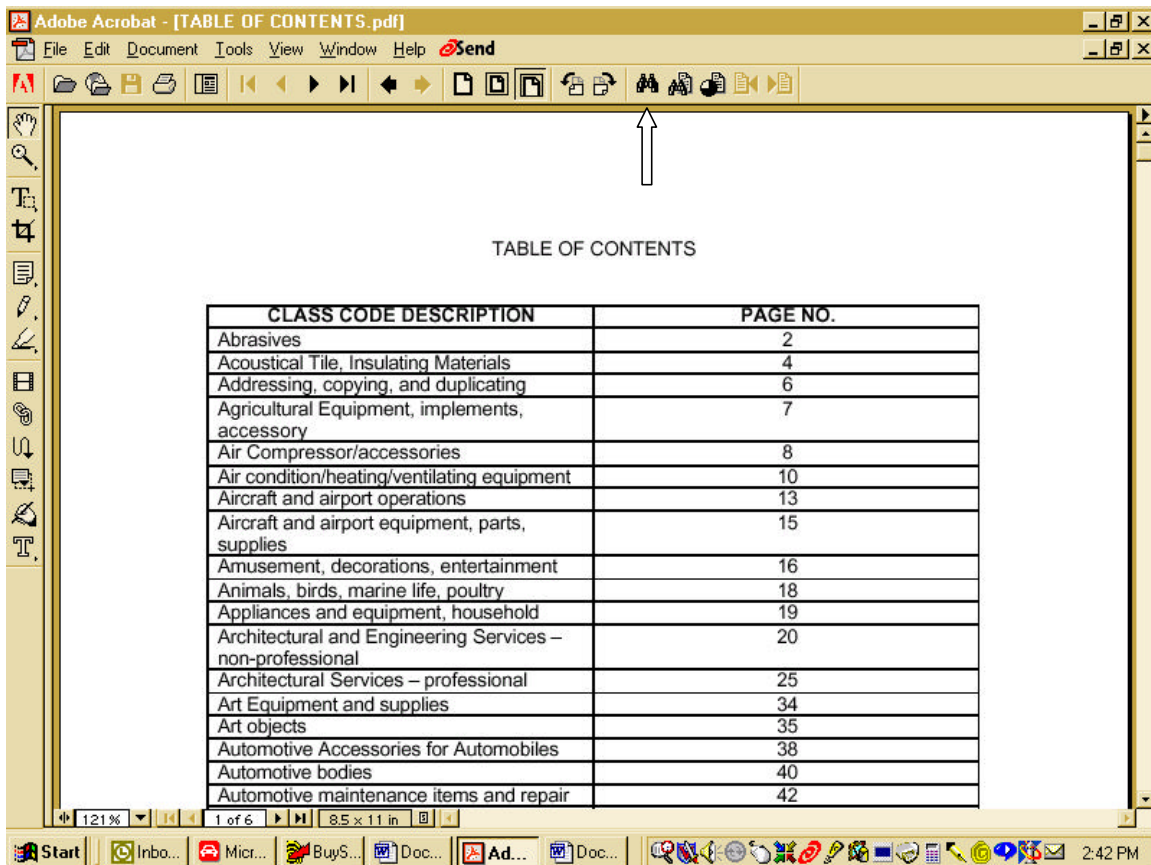


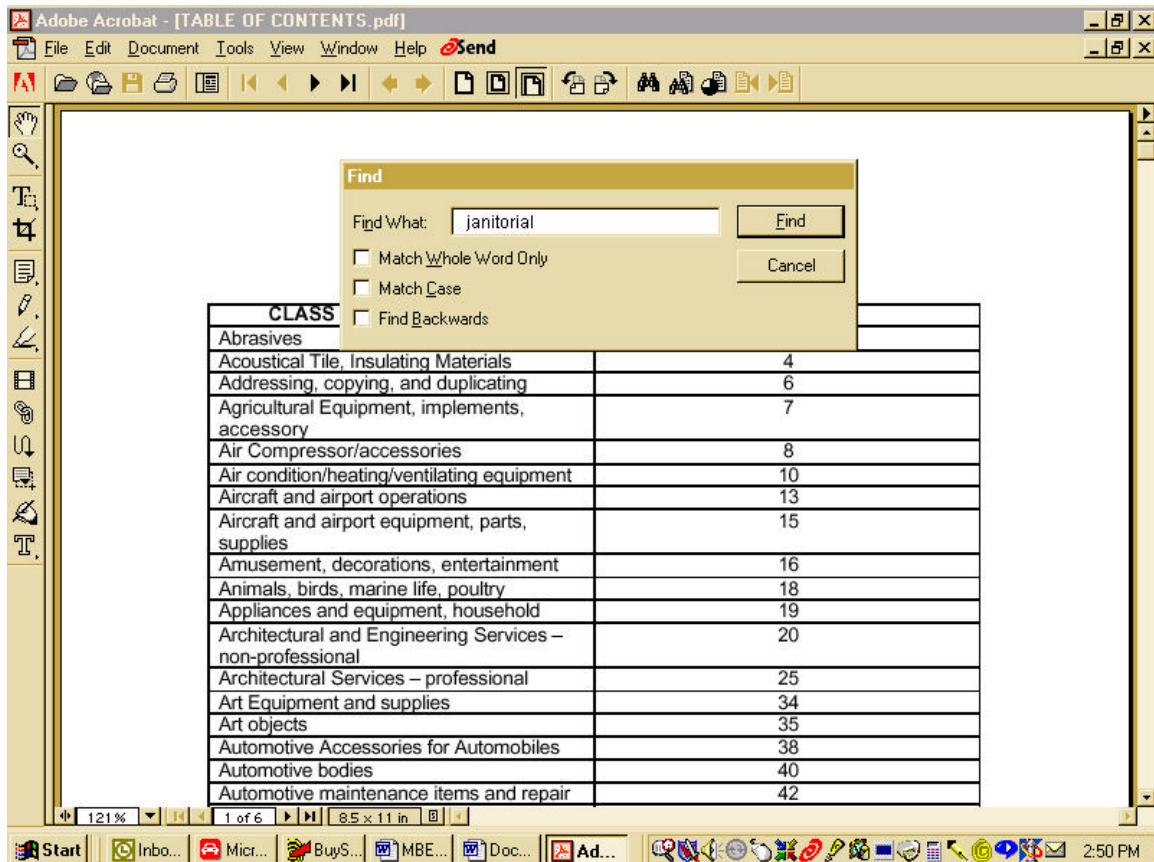
Directions to use the new MBE/WBE Directory for the City of Fort Lauderdale

This document is a list of ALL MBE/WBE vendors registered with the Purchasing Division as of September 30th, 2000. Each vendor, when registering, indicates particular commodities or services that they may provide to the City. These commodities/services are based on a commonly used numbering system supplied by the National Institute of Governmental Purchasing. You will find the commodities/services are alphabetized in this document. You may wish to print these directions for easier use in the future. (directions are only 2 pages long).

1. Click on "MBE/WBE Information" in your intranet browser. This may take a few seconds to open, as it is a large document. This is the actual MBE/WBE Directory in a .pdf format. You may wish to print the entire directory for your own hard copy, but it is 596 pages, which is why this electronic form is also made available.
2. Click on the small pair of binoculars at the top of the menu bar.



3. A small message box will appear. Type in the commodity/service for which you are looking; i.e. janitorial. Click on "find" and you will be taken to the first instance of this commodity word.



4. Hold the pointer of your mouse over the description, and click the left mouse button.
5. This will take you to the page number shown in the directory.
6. From here you may scroll through the specific pages for vendors relating to the specific chosen commodity/service
7. Once at the specific grouping of commodities/services you may print a range of pages if you so desire.
8. If you have any questions, do not hesitate to call the Purchasing Division, or your Procurement Specialist.

It is very important that you use this directory as intended. With your help the city can make an effort to reach out to all of our registered minority vendors.